Consider the following as extra precautionary methods to prevent the spread of germs (including Human Coronavirus) by receiving and handing used electronic equipment:

**Preparation:**

Prior to scheduled device return, send a message reminding borrowers to dry-wipe the laptop(s) (&/or other issued electronic equipment) as a means to remove any noticeable dust, debris and fingerprints.

Where feasible, establish a designated return kiosk and area (i.e. audio/video cart at school entrance or table in open space/ Media Center, etc.) as a practical means to meet with borrowers yet maintain social distancing (6’ separation).

When feasible, allow returned devices to sit unused and untouched for a duration of time (i.e. 24-hours) as a means to allow natural degradation of any/all potential germs.

**Cleaning/Disinfection:**

Look for, and if necessary, remove any bulk debris with the safe use of compressed air (i.e. aerosol can, bench-top compressor, whiskbroom, or snap-rag).

Apply cleaning/disinfectant products on all external touch-surfaces. Either use pre-packaged disinfectant products or school-site mixed cleaner/disinfectant (w/label defining: *EPA-registered germ disinfectant*).

BPS-District standard cleaning/disinfectant products (*Buckeye Inc.: Terminator™ or Lemon-quat™*) are EPA-registered to kill Human Coronavirus (SARS & COVID-2).

School/site-based custodians can mix small batches of such products to be used by Technology Specialist and other Support Staff. Eye protection is necessary for the Custodial Staff when handling/mixing concentrated disinfectant products. Eye protection and gloves are not necessary for periodic/occasional use of pre-packaged or pre-mixed products.

To avoid damaging sensitive electronic components, consider indirectly applying such products by first placing the product on a clean cloth/rag, and then gently wiping all touch surfaces.

**Storage:** After cleaning/disinfecting each device, consider placing mild adhesive-tape with a symbol(s) to label and authenticate cleaned devices upon storage and/or placing back into service. This helps to distinguish sanitized devices.

---


**Excerpt**

‘Transmission of SARS-CoV-2 to persons from surfaces contaminated with the virus has not been documented. Transmission of coronavirus in general occurs much more commonly through respiratory droplets than through fomites (germ harboring objects).’

BPS, Environmental Health & Safety Dept.  Facilities Services Division - 321-633-3580 ext. 13012  Rev. Date. April 20, 2020